



Chapter 4

Throughout Your Facility

This chapter describes the most likely location of environmental, health, and safety threats in your facility. General **DO** and **DON'T** lists provide guidance for each room. Some of these do's and don't's are required by law for centers, ministries and homes; others are recommendations. Refer to chapters 2 and 3 for more detailed information about addressing specific threats.

4.1 IN EVERY ROOM

Particular environmental, health, and safety requirements and recommendations apply to your entire facility. These should be practiced in every room. Do's and don't's from this section will be repeated when the risk is high in a particular room of the facility.

LEAD

DO:

- ' Hire a licensed contractor to remove lead-based paint, if the intent is to remove the paint permanently.
- ' Cover lead-based paint with a low-odor, water-based paint or wallpaper if the intent is not to remove it permanently.
- ' Use a drop cloth if wet scraping paint.
- ' Ensure any surface with which children and employees come in contact is free of lead-based paint chips or dust.
- ' If lead-based paint is present, dust doorways and window sills with a wet rag and soap to remove lead-based paint dust. Lead-based paint dust can become airborne around friction areas, such as door jams or window sills, even if they are covered with water-based paint or other covers.
- ' Contact your landlord if you rent to have him or her address the lead-based paint in your facility.
- ' Clean up paint chips with wet paper towels. Discard chips in a double-layered, heavy-duty trash bag. Add water to the trash bag to dampen the paint chips.
- ' Wash children's hands frequently to prevent them from ingesting lead dust.
- ' Replace mini-blinds manufactured with lead. At a minimum, dust mini-blinds manufactured with lead with a wet cloth regularly.
- ' Get a lead risk assessment to determine your risk for lead contamination.
- ' Test at-risk children for lead in their bloodstream.
- ' Wet clean carpets annually. This is best to do in dry seasons to ensure the carpet dries within 24 hours to avoid mold.
- ' Ensure employees and construction workers are protected from airborne concentrations of lead during renovation or remodeling work.
- ' Educate employees about potential exposure to airborne lead.
- ' Sanitize toys and floors to prevent children from ingesting lead dust.
- ' Test your water for lead contamination, whether it comes from a utility or well.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

DON'T:

- ' SCRAPE, SAND, OR BURN lead-based paint. Leave lead-based paint undisturbed if it is in good condition before covering. Follow directions carefully for chemical removers.
- ' Perform lead-based paint activities, including covering, when children or pregnant women are present.
- ' Allow parents or staff that do work or hobbies involving lead to enter the facility while wearing their work clothes.
- ' Install new or repair existing water pipes with materials that contain lead.

ASBESTOS**DO:**

- ' Contact IDEM or your local health department immediately in the event of an asbestos release.
- ' Obtain an IDEM certified licensed asbestos inspector to determine if asbestos is a hazard in your facility prior to any renovation or demolition activities. This is required regardless of the year your facility was constructed.
- ' Use a licensed contractor to remove or encapsulate any friable asbestos. (Friable asbestos is extremely dangerous when microscopic particles become airborne.)
- ' Develop an asbestos management plan for your facility if asbestos is present.
- ' Ensure your contractor disposes of asbestos properly.
- ' Communicate the hazards of asbestos to employees.
- ' Ensure asbestos-containing materials are labeled properly.

DON'T:

- ' Touch asbestos, under any circumstances. **LEAVE UNDAMAGED ASBESTOS MATERIAL ALONE.** Only licensed contractors should remove or encapsulate asbestos with protective material. Periodically inspect the material visually for any damage or deterioration.
- ' Allow nonfriable asbestos to become friable.
- ' Take asbestos samples yourself. Use a professional.

RADON**DO:**

- ' Test your facility for radon. The best time to test is in the winter when air concentrates indoors.
- ' Use a state-certified radon tester if you use a professional to test or mitigate (fix) your facility.
- ' Use an EPA-recommended radon test kit if you test for radon yourself (Note: EPA stopped certifying radon test kits in 1998. For the most recent radon information, contact U.S. EPA at (800) 438-4318.)

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

DON'T:

- ' Try to fix radon problems yourself. Lowering high radon levels requires special technical knowledge and skills.

CARBON MONOXIDE**DON'T:**

- ' Use portable, unvented or open grate gas heaters.
- ' Allow contractors to store or idle gas-powered equipment.

ASTHMA AND OTHER RESPIRATORY IRRITANTS**DO:**

- ' Keep your facility clean. Thorough, regular cleaning can reduce a host of pollutants, as well as pests and rodents. All interior walls and ceilings should be washable and without textured paint.
- ' Ensure that your air ventilation system is clean.
- ' Prevent moisture build up. Clean or remove water damage, especially in carpets. If the carpet pad does not dry within 24 hours, replace carpet pad and possibly carpet.
- ' Clean portable humidifiers. If using cool mist or ultrasonic humidifier, clean them regularly according to manufacturer's instructions and refill with fresh water daily.
- ' Remove pets if they irritate children allergic to animal fur.

DON'T:

- ' Sweep, dust, vacuum, or mop while the building is occupied by children (unless you're cleaning up after meals/snacks or art projects)
- ' Smoke indoors, especially in the presence of children or where second-hand smoke can be circulated through the heating, ventilation and air conditioning system.

MERCURY**DO:**

- ' Replace mercury-containing thermostats at the end of their useful life with electronic thermostats.
- ' Replace mercury-containing thermometers with alcohol-filled or digital thermometers.
- ' Recycle fluorescent bulbs and other mercury-containing products, such as batteries, thermostats and thermometers. Contact IDEM or your local solid waste management district for more information. (See Chapter 7: Resources).
- ' Clean up mercury spills properly. Follow the mercury spill guidance in Chapter 2.6.
- ' Replace any carpet that has been contaminated with mercury.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

DON'T:

- ' Clean up a mercury spill with a household or commercial vacuum cleaner.
- ' Discard mercury-containing products, such as thermometers, fluorescent bulbs, or batteries, in the trash.

POLYCHLORINATED BIPHENYLS (PCBs)**DO:**

- ' Identify if your fluorescent lighting ballasts contain PCBs (at risk if installed before 1978.)
- ' Contact your local fire department immediately if you notice any burning smell in your fluorescent lighting ballasts.

PESTICIDES**DO:**

- ' Keep your facility clean. Pests are looking for food and water.
- ' Apply integrated pest management (IPM) strategies wherever possible.
- ' Contract with an exterminator as necessary. Encourage the contractor to use integrated pest management strategies. The Office of the State Chemist has guidance on integrated pest management strategies for pest control companies. (See Chapter 7: Resources).
- ' Ensure that only certified staff members apply pesticides if you do not contract with an exterminator.
- ' Use pesticides only as directed on the label.
- ' Store pesticides out of children's reach.

DON'T:

- ' Apply pesticides when children or staff are present.

EMERGENCIES**DO:**

- ' Maintain a first aid kit and a Red Cross first aid manual.
- ' Keep evacuation routes clear for access.
- ' Post emergency numbers by every telephone, including fire, police, and poison control.
- ' In the event of an earthquake, seek safety under a table or desk. If possible, shut off gas, electricity and water main controls.
- ' In the event of a tornado, seek safety in the basement or interior room, away from exterior walls.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

Chapter 4

Throughout Your Facility

PROTECTING CHILDREN FROM ENVIRONMENTAL THREATS

- ' In the event of a fire, activate alarm and evacuate the building to the planned sites established in the emergency action plan.
- ' In the event of a bomb threat, contact the police and fire departments and evacuate the building to the planned sites established in the emergency action plan.

FIRE SAFETY

DO:

- ' Practice good housekeeping at all times. Clean up spills immediately.
- ' Get a fire inspection annually.
- ' Comply with all Indiana fire and building laws. Contact your local fire department or Fire and Building Services at the Office of the State Fire Marshal.
- ' File new building plans with the Plan Review Division of the Department of Fire and Building Services before beginning construction.
- ' Report all fires to the fire department.
- ' Report any fire damage to the Child Care Health Section at the Family and Social Services Administration.
- ' Keep all stairways, halls, corridors, exits, and aisles lighted at all times and free from obstruction.
- ' Store flammable liquids in tightly sealed containers and in rooms inaccessible to children.
- ' Provide emergency lights for all interior stairways and corridors.
- ' Conduct and document fire drills as required or regularly.
- ' Extinguish cigarettes in designated smoking areas only.
- ' Install required fire alarm systems and fire extinguishers in a well-lit, easily identifiable area.
- ' Provide required exits in each room.
- ' Contact your local fire department to conduct an in-service training for staff and children on fire safety.

DON'T:

- ' Let trash accumulate, especially trash with combustible materials, such as paper, rags, and packing materials.
- ' Store materials under stairways.
- ' Use electric or gas portable heaters.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES**DO:**

- ' Follow Universal Precautions.
- ' Use personal protective equipment to prevent exposure to blood or other potentially infectious materials.
- ' Dispose of infectious waste properly.
- ' Practice proper infection control procedures.
- ' Isolate children with infectious diseases and sanitize items with which they have come in contact.

DON'T:

- ' Allow staff or children with communicable diseases to have contact with other children.

HAZARDOUS CHEMICALS**DO:**

- ' Ensure containers are labeled properly, including identity of the chemical, hazard warnings, and name and address of manufacturer.
- ' Ensure chemicals are locked and stored safely out of children's reach.
- ' In the event of a chemical-related accident, follow directions on Material Safety Data Sheets or call Poison Control.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.2 CLASSROOM

LEAD

DO:

- ' Wash children's hands frequently to prevent them from ingesting lead dust.
- ' Sanitize equipment and toys regularly to remove potential lead dust.

CARBON MONOXIDE

DON'T:

- ' Use portable, unvented, or open grate gas heaters or allow children to sleep in rooms with space heaters.

ASTHMA AND RESPIRATORY IRRITANTS

DON'T:

- ' Have animals with fur in the classroom if you have children with respiratory problems.

MERCURY

DO:

- ' Use digital or alcohol-filled thermometers for checking a child's temperature.

PESTICIDES

DO:

- ' Store food in tightly sealed plastic containers.
- ' Cover your trash.
- ' Eliminate standing water sources, such as puddles or leaking faucets.
- ' Keep an eye out for bugs, especially for their points of entry.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

EMERGENCIES**DO:**

- ' Post your emergency action plan, including disaster evacuation procedures, in case of fires and other emergencies.

FIRE SAFETY**DO:**

- ' Provide required exits in the classroom.

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES**DO:**

- ' Practice proper infection control procedures when changing diapers.

HAZARDOUS CHEMICALS**DO:**

- ' Ensure that you are using the correct solutions of bleach or other sanitizers or disinfectants.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.3 KITCHEN

LEAD

DO:

- ' Use cold water only for drinking or cooking.
- ' Run the cold water tap to flush any lead contaminants for at least 30 seconds at the beginning of the day or if the sink has been out of use for more than six hours.
- ' Ensure children eat nutritious, low-fat meals high in iron and calcium, such as spinach, tofu, lean pork or low-fat dairy products.
- ' Store food in glass, plastic, or stainless steel containers.

DON'T:

- ' Store food in glazed pottery or open aluminum or metal cans.

CARBON MONOXIDE

DO:

- ' Ensure gas-fueled stoves are working properly.
- ' Install and use an exhaust fan vented outdoors over gas stoves.

DON'T:

- ' Use a gas oven to heat your building.

ASTHMA AND RESPIRATORY IRRITANTS

DO:

- ' Use exhaust fans that vent outdoors over stoves to prevent moisture build up.
- ' Prohibit smoking in the kitchen.
- ' Run water through unused floor drains and sinks to prevent sewer gas.

MERCURY

DO:

- ' Use non-mercury thermometers that are food-service approved in refrigerators and freezers.
- ' Follow the guidance in Indiana's Fish Consumption Advisory if you prepare fresh fish.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

PESTICIDES**DO:**

- ' Apply integrated pest management strategies, such as:
- ' Keep your kitchen clean and sanitary. Check in cracks and crevices frequently for food particles that may have fallen underneath and between. Use flashlights under shelves and under appliances.
- ' Store food in tightly sealed containers.
- ' Rotate your food stock.
- ' Cover trash.
- ' Eliminate standing water sources, such as puddles or leaking faucets.
- ' Keep food storage areas clean, especially beneath and behind shelves. Allow the distance of a full broom sweep between the bottom shelf and floor.
- ' Keep an eye out for bugs, especially for their points of entry.
- ' Wash and scrub fresh fruits and vegetables under cold, running cold water to remove pesticide residues.

DON'T:

- ' Apply pesticides when food is not stored in tightly sealed containers.
- ' Store food on the floor or in cardboard boxes.

FIRE SAFETY**DO:**

- ' Eliminate grease build up on stove hoods and other equipment.
- ' Install fire extinguishers as directed by the State Fire Marshal and FSSA.

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES**DO:**

- ' Require that kitchen staff members follow infection control practices to prevent communicable diseases, including: (this is an abbreviated list for the kitchen. Please see Chapter 3.1 for all infection control practices)
- ' Wash hands with soap and water BEFORE preparing or serving food and eating and AFTER using the toilet, sneezing, or coughing.
- ' Don't work if ill.
- ' Cover your nose and mouth when sneezing or coughing, then wash hands with soap and water.
- ' Sanitize all food surface areas, floors, and mops after each use.
- ' Don't reuse disposable items, such as paper towels, cups, plates, or silverware.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.4 BASEMENT OR UTILITY ROOM

LEAD

DO:

- ' Check water pipes for the presence of lead.

ASBESTOS

DO:

- ' Have a licensed asbestos inspector identify if pipe or furnace insulation contains asbestos.

RADON

DO:

- ' Test for radon in the basement in particular because radon usually enters from the ground through cracks in solid floors, construction joints, and gaps around service pipes, among other entry points.

CARBON MONOXIDE

DO:

- ' Vent gas water heaters outside.
- ' Ensure gas furnaces and other gas-fueled appliances are in good working order.

DON'T:

- ' Store gasoline-powered engines inside the facility.

ASTHMA AND RESPIRATORY IRRITANTS

DO:

- ' Clean and maintain your air ventilation system to control air pollutants.
- ' Install new air filters quarterly.
- ' Clean humidifiers.
- ' Clean evaporation trays in air conditioners and dehumidifiers.
- ' Clean drain pans and make sure they slant toward drain.
- ' Run water through unused sinks or drains to prevent sewer gas.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

MERCURY**DO:**

- ' Investigate which items in the utility room or basement may contain mercury, such as fluorescent bulbs, or in pilot light sensors in clothes dryers, water heaters, and furnaces. (See mercury awareness brochure enclosed in this manual.) Put mercury recycle stickers (available from IDEM's Office of Pollution Prevention and Technical Assistance-see Chapter 7: Resources) on these items so they will be recycled rather than sent to the landfill at the end of their useful life.

PESTICIDES**DO:**

- ' Apply preventive integrated pest management strategies in the utility room, such as:
- ' Clean the utility room regularly, eliminating food and debris.
- ' Eliminate water sources, such as leaking pipes. Hang mops off the floor and ensure floor drains are clear and buckets are dry.
- ' Keep an eye out for bugs, especially for their points of entry. Repair cracks and crevices in the floor and foundation.

DON'T:

- ' Store chemicals on the floor or in cardboard boxes.

EMERGENCIES**DO:**

- ' Lock the utility or basement room door to keep children away from dangerous equipment or poisonous chemicals.

FIRE SAFETY**DO:**

- ' If possible, shut off power in the event of a fire. However, evacuation is most important!
- ' Keep dust and grease off gas and electrical equipment.
- ' Store flammable liquids in tightly sealed containers away from appliances.

DON'T:

- ' Let trash accumulate near gas or electric appliances, especially trash with combustible materials, such as paper, rags, and packing materials.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES

DO:

- ' Sanitize mops after each use with a 100 parts per million bleach solution (approximately one teaspoon bleach to one gallon of water) or an equivalent sanitizing quantanary ammonia solution.

GENERAL SAFETY

- ' Regulate hot water with an approved hot water control valve that will not allow the water to exceed 120°F (except for dishwashers or laundry machines).

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.5 BREAK ROOM AND OFFICE

ASTHMA AND OTHER RESPIRATORY IRRITANTS

DON'T:

- ' Smoke in the break room or office.

PESTICIDES AND CHEMICALS

DO:

- ' Apply integrated pest management strategies if you eat in the break room or office, including:
- ' Clean thoroughly, especially crumbs and spills.
- ' Store food in tightly sealed containers.
- ' Cover trash.

DON'T:

- ' Store food on the floor or in cardboard boxes.

GENERAL SAFETY

DO:

- ' Store hazardous items away from children, such as staff purses or backpacks, matches, lighters, or staff members' medications.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.6 BATHROOM

LEAD

DO:

- ' Check for corrosion in water pipes.
- ' Replace brass faucets, even if they say “lead safe.”

ASTHMA AND RESPIRATORY IRRITANTS

DO:

- ' Use exhaust fans that vent outdoors to prevent moisture build up.
- ' Clean water damage to prevent mold, mildew, and bacteria.
- ' Run water through unused floor drains and sinks to prevent sewer gas.

PESTICIDES

DO:

- ' Apply integrated pest management strategies, such as:
- ' Clean and disinfect the bathroom according to your cleaning schedule.
- ' Eliminate water sources, including puddles and leaking faucets.
- ' Ensure floor drains are clear.
- ' Prevent entryways for pests around pipes or other plumbing.
- ' Keep an eye out for bugs, especially for their points of entry.

EMERGENCIES

DON'T:

- ' Store medications in the bathroom.

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES

DO:

- ' Disinfect the toilet after it is used by a child with a communicable disease.
- ' Wash hands BEFORE AND AFTER diapering and helping children use the toilet; BEFORE eating; and AFTER coughing, sneezing, or wiping noses.

DON'T:

- ' Use the bathroom sink for any purpose other than hand washing.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.7 LAUNDRY ROOM

LEAD

DO:

- ' Look for signs of corrosion in pipes.
- ' Wash clothes or rags that may have been exposed to lead-based paint or lead dust separate from regular loads. Ensure there are no lead-based paint chips in the washer. Run the empty washer through another cycle to rinse out any lead-based paint residue.

CARBON MONOXIDE

DO:

- ' Ensure gas clothes dryers are operating correctly.

ASTHMA AND RESPIRATORY IRRITANTS

DO:

- ' Vent clothes dryers outside to prevent moisture build up.
- ' Run water through unused floor drains and sinks to prevent sewer gas.

MERCURY

DO:

- ' Investigate which items may contain mercury in the laundry room, such as fluorescent bulbs, automatic or tilt shut-off irons, or in pilot light sensors in clothes dryers. (See mercury awareness brochure enclosed in this manual.)

PESTICIDES

DO:

- ' Apply integrated pest management strategies, such as:
- ' Clean laundry room regularly and keep free of debris.
- ' Eliminate water sources, such as puddles and leaking faucets, and make sure floor drains are clear.
- ' Keep an eye out for bugs, especially for their points of entry.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES

DO:

- ‘ Wash clothes or items soiled with blood or other body fluids in a washing machine in water above 160°F for at least 25 minutes OR if your machine cannot meet that temperature requirement, then use household bleach (one cup bleach per top loading washer, 2 cup for bottom loading).

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.8 OUTSIDE

LEAD

DO:

- ' Have your soil tested if your home has been painted with lead-based paint, is near a lead smelter, or if bare soil on the playground was exposed to a parking lot or busy street prior to 1978.
- ' Check if your facility's exterior or playground equipment has lead-based paint.
- ' Check to see if your property could be exposed to lead-based paint from neighboring buildings or fences.
- ' Cover bare soil with grass or ground covering if it is at risk for lead-based paint chips or leaded gasoline vapor deposits.
- ' Clean toys that have been exposed to soil at risk for contamination.
- ' Clean shoes before entering a facility to prevent tracking in lead dust.
- ' Treat your well and water if you own a well or another public water source suspected of lead contamination. Contact the county or state health department, the Indiana Department of Environmental Management, or the National Sanitation Foundation (see Chapter 7: Resources) for assistance in obtaining well-treatment products.

DON'T:

- ' Let children drink out of outdoor spigots or hoses if the facility's water supply has not been tested and proven to be lead free.

ASBESTOS

DO:

- ' Ensure asbestos in roofing materials is contained.

RADON

DO:

- ' Seal cracks in the foundation or walls to prevent radon from entering through the ground.

CARBON MONOXIDE

DO:

- ' Store lawn mowers and other gas-powered engines only in ventilated, outdoor buildings.
- ' Ensure chimneys and fireplace flues are in good working order and open when the fireplace is in use.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

DON'T:

- ' Allow cars to idle in garages or near outdoor air intakes.

ASTHMA AND RESPIRATORY IRRITANTS

DO:

- ' Keep outdoor air intakes unobstructed. Clear debris or clogged screens.
- ' If you allow smoking, permit it only outdoors and out of sight from children.
- ' Keep children away from animal droppings, especially in soil, to prevent histoplasmosis.

DON'T:

- ' Locate pollutant sources, such as dumpsters, loading docks, or areas where cars idle, near outdoor air intakes.

POLYCHLORINATED BIPHENYLS (PCBS)

DO:

- ' Identify whether you have a PCB transformer. If you are unsure, request assistance from your electric utility.
- ' If you do have a PCB transformer, register it with fire response personnel and inquire if it must be equipped with enhanced electrical protection or removed from service.
- ' Inspect a PCB transformer quarterly for leaks.
- ' Contact your utility company immediately if you detect leaks.

PESTICIDES

DO:

- ' Apply integrated pest management strategies outdoors, such as:
- ' Secure window screens tightly and fix any holes. Use screens with 16-gauge mesh.
- ' Prevent entryways for pests by sealing cracks in the foundation and around pipes, plumbing, and ducts.
- ' Cover trash.
- ' Eliminate standing water sources, especially in tire swings.
- ' Keep playground free of poison ivy and other poisonous plants.

DON'T:

- ' Apply pesticides and lawn care chemicals when children or staff are present.
- ' Keep children off grass after chemical applications for as long as the label recommends.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

‘ **EMERGENCIES**

‘ **DO:**

- ‘ Identify where staff and children should meet outside in the event of an evacuation.

‘ **FIRE SAFETY**

‘ **DON'T:**

- ‘ Let combustible yard waste accumulate.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.

4.9 ATTIC

ASTHMA AND RESPIRATORY IRRITANTS

DO:

- ' Ventilate the attic to prevent moisture build-up.
- ' Keep outdoor air intakes unobstructed. Clear debris or clogged screens.
- ' Clean water damage to prevent mold or bacteria.

PESTICIDES

DO:

- ' Keep an eye out for bugs and rodents, especially for their points of entry.

Refer to chapters 2 and 3 for more information on each checklist item and to determine if it is required by law or is a recommendation.